SYSTEMS COORDINATOR

NATURE OF WORK

This is responsible administrative and technical work coordinating the system development and maintenance related activities of the Systems Development section.

Work involves responsibility for supervising and directing system development and maintenance for City and County departments; and reviewing and recommending new techniques for system development and improvements. An employee in this classification is expected to exercise considerable independent judgment and personal initiative in the performance of assigned duties. Supervision is exercised over Systems Project Supervisors and Systems Analyst/Programmers. General supervision is received from the Information Services Manager with work being reviewed in the form of conferences, reports and effectiveness of services provided.

EXAMPLES OF WORK PERFORMED

Plans, monitors and controls new system developments, enhancements and maintenance.

Supervises and evaluates subordinate technical employees; assigns personnel to projects and directs their activities.

Explains administrative policies and procedures to customers; advises them as to technical problems and the status of projects.

Assembles annual budget documents and prepares customer budget recommendations for Division services.

Prepares and gives reports on the status of projects and special assignments; reviews project status with requesting customer.

Prepares standards and procedures concerning the systems development function; reviews current standards and procedures in order to recommend improvements.

Prepares annual Tactical and Strategic Master Plan for development of systems; prepares Systems Development Annual Report material.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the standard methods and procedures used in data processing.

Considerable knowledge of computer capabilities and of associated equipment.

Knowledge of data processing applications.

Knowledge of systems analysis, programming and related functions performed by information services personnel; ability to evaluate and recommend improvement of same.

Knowledge of the overall operation of municipal government.

Ability to establish and maintain effective working relationships with information services personnel, customers and the general public.

Ability to work under time pressures and budget constraints in order to finish needed projects and programs.

Ability to manage multiple responsibilities concurrently.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in computer science, business administration or related field plus considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by an associates degree from a vocational or community college in computer science, business administration or related field plus experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____   _____
                      Department Head   Personnel Director

11/89
Title Change: 8/96
Revised: 1/97

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